

 King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual		
	<u>Chapter 1</u> Administration and Personnel Management		
1.03.031, Secondary Employment and Volunteer Activities	Approved By:	Director Allen Nance	
	Effective Date:	February 14, 2023	
	Reviewed By:	PRC	
	Review Date:	January 25, 2023	
Distribution:		Document Code No.	

Purpose

To establish clear and relevant rules for employees interested in gaining or retaining secondary employment and participating in certain volunteer activities outside of the department.

Policy

It is the policy of the department that employees who accept non-department employment (secondary employment) or who volunteer their time outside of work, do so in a way that does not result in a conflict of interest.

Definitions:

Secondary employment: An employee working in any paid capacity beyond their department employment, inclusive of self-employment, independent consultant status, ownership interest in corporations, Limited Liability Corporations (LLC) or partnerships, or sole proprietorship status.

Conflict of Interest: Any situation where there is:

1. A compromise of the department's or the County's operations; or
2. A violation of any section of a current Collective Bargaining Agreement; or
3. A violation of any Federal, State, or local law or ordinance; or
4. A violation of the King County Code of Ethics.

Volunteer Activities: An employee participating in any non-paid capacity beyond their department employment for a non-profit, for-profit or religious organization.

References

County Code: K.C.C. 3.04, Employee Code of Ethics and accompanying county ethics opinions

A. General Guidelines

1. The primary employment obligation of all employees is to the department.
2. Employees directed to report to work, or to work mandatory overtime, shall do so regardless of their secondary employment and volunteer activities.
3. Employees are prohibited from secondary employment or volunteer activities that create a direct conflict for the department or would violate the King County Code of Ethics.

4. Secondary employment or volunteer activities that requires the protection of persons or property or the use of a weapon shall be reviewed by the Department Director on a case-by-case basis.
5. Department uniforms, identification, or property, including weapons, shall not be used for secondary employment or volunteer activities unless express permission is given by the Department Director in advance.
6. Secondary employment that involves working for, consulting for, operation of, or any ownership interest in a business or volunteer organization that is in compliance with any local, state, or federal jurisdiction's rules shall be presumed to be acceptable secondary employment, provided no conflict of interest exists between said secondary employment and County employment.
7. Secondary employment found to be in violation of local, state, or federal rules of operation may be prohibited by the Department Director.

B. Secondary Employment and Volunteer Activities Limitations

1. Employees may be prohibited from working secondary employment or volunteer activities under the following conditions:
 - a. Employee is on a leave of absence, paid or unpaid, unless the secondary employment or volunteer activity is approved by the Department Director in advance.
 - b. On a day sick leave, disability, or paid parental leave is taken, unless specifically allowed by CBA or other county guidelines.
 - 1) For purposes of this section, an employee may not be allowed to participate in secondary employment or volunteer activities during the "workday" as defined by current collective bargaining agreements if such leave is taken.
 - c. Employee is on paid department administrative leave.
 - d. Employee is on department suspension, unless the secondary employment or volunteer activity is approved by the Department Director in advance.
 - e. Any secondary employment or volunteer activities where the number of hours and/or schedule conflicts with the regularly scheduled hours of the employee.
 - f. Any position or volunteer activity where the employer or organization has a contractual relationship with King County that conflicts with their County employment.
 - g. Any position or volunteer activity that puts the employee in a relationship with known felons or former inmates, without prior approval from the Department Director.
 - h. Any position or volunteer activity that creates a conflict for the department or County.
 - i. Acting in any capacity that assists in criminal/civil investigations, case preparation, presentation, or expert testimony, that is in conflict with County employment.
 - j. If the approval for secondary employment has been revoked.